

Baraboo Community Development Authority  
Minutes of the Monthly Meeting  
Tuesday September 6, 2022

The meeting was called to order by Chairperson Wastlund at 7:01 p.m. in Room 205, Baraboo City Hall, 101 South Blvd. Baraboo, WI 53913

**I/II. Call to Order/Roll Call**

Present: Wastlund, Fordham, Koehler, Bobholz, Hazard, Petty  
Absent: Skare  
Staff: Patrick Cannon

**III. Note of Compliance with Open Meeting Laws**

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

**IV. Approval of Agenda**

A motion was made to approve the agenda as presented.

Petty (1); Koehler (2)  
Aye: All via voice vote  
Nay: None

**V. Approval of Minutes**

A motion was made to approve the meeting minutes for August 2, 2022.

Fordham (1); Petty (2)  
Aye: All via voice vote  
Nay: None

**VI. Presentation – Public Hearings**

None

**VII. Announcement of Public Events**

An update of events in Baraboo was attached to the agenda.

**VIII. Public Comment**

None

**IX. Receipt of Financial Statements and Approval of Vouchers**

- a. August 1, 2022 to August 30, Vouchers
- b. Financial Statements – July 2022
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from August 1, 2022 to August 30, 2022 as presented in the amount of \$42,449.56.

Fordham (1); Koehler (2)  
Aye: All via voice vote  
Nay: None

**X. Executive Report**

Attached

**XI. Committee Reports**

**A. BEDC**

Did not meet in July

**B. Executive Committee**

Met earlier in month to approve Library invoices. Also, met earlier in the evening to discuss the Section 18 Conversion for Corson Square.

**C. Finance**

Met earlier to briefly discuss the 2023 Budgets

**D. Loan Review Committee**

Did not meet

**XII. Old Business**

**1. Update on CDA Projects**

**i. Web Site**

**ii. Solar Energy**

**2. Library Project**

Staff gave an update on project status

**3. Fire/EMS Update**

Building Committee continues to meet with Architects on the project design.

**4. Update on RAD process for Corson Square**

Staff gave an update on the Executive Committee meeting with Baker Tilly. Baker Tilly is recommending a Section 18 Conversion rather than a RAD conversion. The cash flow would be higher under this option.

Baker Tilly also outlined the next steps needed to begin this process.

**XIII. New Business**

**1. Consideration and discussion of authorizing a new checking account for the Fire-EMS Facility Construction project.**

Staff noted that the USDA-RD would require that the CDA establish a new checking account for this project. Staff is recommending that this account be established at Baraboo State Bank. It would require two signatures, which is consistent with other construction projects.

It was noted that the Executive Committee had also reviewed this item and recommended that the Board authorize the new account.

Motion:

To authorize a new checking account for the Fire-EMS Facility Construction Project.

Fordham (1); No Second Required (2)

Aye: All via voice vote

Nay: None

**2. Consideration and discussion of authorizing the Executive Committee to approve expenses, Change Orders and other related documents for the Fire-EMS Facility Construction project.**

Staff noted that the request is consistent with other construction projects under the authority of the CDA. The Board feels this is an easier and effective process for approval of the invoices and related matters.

Motion:

To authorize the Executive Committee to approved expenses, Change Orders and other related documents for the Fire-EMS Facility Construction project.

Koehler (1); Petty (2)

Aye: All via voice vote

Nay: None

**XIV. Board Member Referrals**

- 2023 Requested Budgets
- Corson Square Section 18 conversion

**XIIV. Public Comment**

None

**XV. Adjournment**

Motion:

To adjourn the meeting at 7:36 P.M.

Bobholz (1); Hazard (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder